

**TOWN OF ROCKY HILL  
GOVERNMENT OPERATIONS COMMITTEE  
SPECIAL MEETING OF JANUARY 20, 2015**

Present: Chairwoman Nadine Bell and Councilor Guy Drapeau. Also present were: John Mehr (Finance Director) and Lisa Zerio (Director of Parks and Recreation & Custodial Staff).

Absent: Councilor Tim Moriarty and Jim Sollmi (Director of Community Development Services).

**I. CALL TO ORDER**

Chairwoman Nadine Bell called the January 20, 2015 special meeting of the Government Operations Committee to order at 5:30 p.m. in the Council Chambers, Town Hall, 761 Old Main Street, Rocky Hill, CT.

**II. APPROVAL OF MINUTES**

**Councilor Drapeau made a motion to approve the Minutes of the December 1, 2014 special joint meeting of the Government Operations Committee, the Public Buildings Commission and the School Buildings Committee. The motion was seconded by Chairwoman Bell and adopted unanimously by those present.**

**III. NEW BUSINESS**

Finance Director Mehr said there are three Resolutions that are associated with the Stevens School project (sprinklers and addition of an elevator). These Resolutions are part of the package that the Board of Education will be submitting to the State and they are needed in order for the Board of Education to apply for a grant to get up to probably 40% of the cost reimbursed.

**A. Discussion and Possible Action re: Authorize Board of Education to Apply for a School Construction Grant for the Installation of a Fire Protection Sprinkler System and Elevator at Myrtle H. Stevens School**

**Councilor Drapeau made a motion to approve the Resolution Authorizing the Board of Education to Apply for a School Construction Grant for the Installation of a Fire Protection Sprinkler System and Elevator at Myrtle H. Stevens School and have this forwarded to the Town Council. The motion was seconded by Chairwoman Bell and adopted unanimously by those present.**

**BE IT RESOLVED**, that the Rocky Hill Town Council hereby authorizes the Rocky Hill Board of Education through its Superintendent of Schools to apply to the Commissioner of the State Department of Education and to accept or reject a grant for the Installation of a Fire Protection Sprinkler System and Elevator at Myrtle H. Stevens School.

**B. Discussion and Possible Action re: Resolution Authorizing the Preparation of Schematic Drawings and Outline Specifications for the Installation of a Fire Protection Sprinkler System and Elevator at Myrtle H. Stevens School**

Councilor Drapeau made a motion to approve the Resolution Authorizing the Preparation of Schematic Drawings and Outline Specifications for the Installation of a Fire Protection Sprinkler System and Elevator at Myrtle H. Stevens School and have this forwarded to the Town Council. The motion was seconded by Chairwoman Bell and adopted unanimously by those present.

**BE IT RESOLVED**, that the Rocky Hill Town Council hereby authorizes the Town Manager to proceed to go out to RFQ (Request for Qualifications) for Architectural Services and Construction Management Services for the preparation of Schematic Drawings and Outline Specifications for the Installation of a Fire Protection Sprinkler System and Elevator at Myrtle H. Stevens School.

**BE IT FURTHER RESOLVED** that the Town Manager is authorized to proceed with full design and construction bid documentation (including schematic drawings and outline specifications) pending receipt of the state grant commitment specifications once an Architect and Construction Manager have been approved.

**C. Discussion and Possible Action – Resolution Charging the Government Operations Subcommittee of the Town Council and the Public Buildings Commission with the Oversight of the Installation of a Fire Protection Sprinkler System and Elevator at Myrtle H. Stevens School**

Councilor Drapeau made a motion to approve the Resolution Charging the Government Operations Subcommittee of the Town Council and the Public Buildings Commission with the Oversight of the Installation of a Fire Protection Sprinkler System and Elevator at Myrtle H. Stevens School and have this forwarded to the Town Council. The motion was seconded by Chairwoman Bell and adopted unanimously by those present.

**WHEREAS** the Board of Education of the Town of Rocky Hill is pursuing \$746,819 for a project that will install a Fire Protection Sprinkler System and an Elevator at Myrtle H. Stevens School,

**WHEREAS** it is in the best interests of the Town that the Project be constructed effectively, promptly, cost effectively and with citizen and council participation;

Now therefore; the Council hereby establishes the following procedures and charges the following committees with the construction of the Project as follows:

**Section 1. The Public Buildings Commission (the "Commission") shall in conjunction with the Town Manager, the Director of Community Development Services, and the Director of Facilities – Board of Education review all plans, specifications, change orders and contracts for the planning, acquisition and construction of the Projects. The Commission shall make recommendations to the Government Operations Subcommittee of the Council (hereafter the "Subcommittee") with respect to the design of the Project, its construction, implementation, entering into contracts, payments and all issues arising in connection with the Project and expenditures therefore.**

**Section 2. The Subcommittee shall consider and act upon each recommendation of the Commission. The Subcommittee shall consider and act upon all issues arising in connection with the planning, acquisition and construction of the Project, including approval of their design and implementation; construction manager agreements; contracts and payments; change orders; equipment; obtaining state approvals (except those required by law to be obtained by the Board of Education). The Subcommittee may consider and act on any question, problem, issue or dispute whether or not the Commission has failed or refused to consider or make a recommendation with respect thereto. Contracts approved by the Subcommittee may provide for the delegation of decision making authority to construction managers, architects or other job site supervisors as appropriate in order to maintain workflow and efficiency, provided that all decisions made by construction personnel shall be reported to the Commission and Subcommittee promptly.**

**Section 3. No action or approval of the Subcommittee shall be effective unless a quorum of a majority of its members is present and a majority thereof votes in favor of such action or approval. In the absence of any vote to the contrary by the Subcommittee, the Town Manager shall execute all contracts approved by it. The Subcommittee shall keep full and accurate minutes of its meetings, including the votes of each of its members. The Subcommittee and the Commission shall meet in joint meetings wherever possible, but absence of a quorum of one body shall not effect or prevent the other from meeting and conducting business.**

**Section 4. The provisions of this resolution shall be subject to the Town Charter, and specifically Sections 815, 816 and 817 regarding public bids, and Section 818 regarding payment approval by the Director of Finance. The Subcommittee shall comply with Section 810 of the Charter regarding Director of Finance certification of funds prior to entering into any contract.**

**Section 5. In all instances wherein state law requires the establishment of or action by a School Buildings Committee, the Subcommittee and a representative of the Board of Education appointed by the Town Council, hereinafter is designated as the School Buildings Committee. The Subcommittee shall ensure that the Projects Architects, in cooperation with the Town and the Board of Education have pursued the maximum state grant funding for the Projects, and have discussed with the Subcommittee the impact of design alternatives on grant funding.**

**D. Update – Miracle Field , Lisa Zerio Director of Parks, Recreation and Custodial Services**

Lisa Zerio said the Town got a grant for \$800,000 from the State for the Miracle Field, of which there will be the handicap accessible field, as well as a playground. The Town went out for a RFQ (Request for Qualifications) on November 5, 2014 for Architectural and Engineering Design Services for this and they received eight bids. The bids were due on December 1, 2014. The eight RFQs were taken and a set of criteria was developed. She was directed to pick the top three candidates, which they now have. She had enlisted the help of Jim Sollmi (Director of Community Development Services) and Steve Sopelak (Town Engineer).

Lisa Zerio said she spoke to Deputy Mayor Bell and they are planning on having a special Government Operations Miracle Field Subcommittee meeting on February 2, 2015 at 5:00 p.m. in Council Chambers at the back table. It will be decided at that meeting who is going to be on the panel to establish the criteria for the interviews and the interview dates will be set. It is expected that the final paperwork from the State will come back any day now. She spoke to Dave Stygar (Department of Energy and Environmental Protection). No money can be spent until they get that signed paperwork back but Lisa Zerio said they can continue the interview process without spending any money. The goal is to do some type of groundbreaking ceremonial thing for the Miracle Field on the opening day of Little League and they would like to have this project completed for the fall.

Councilor Drapeau referred to the criteria for the top three candidates and he asked if any consideration was given about other fields that they may have built. Lisa Zerio said references were asked for and there is a firm that was involved with West Hartford's Miracle Field. There are some companies that have Staff who have experience developing this type of field. The drainage, etc. of this field will also be very important so this is why she got Jim Sollmi and Steve Sopelak involved. The field will only be as good as the base it is built on. Councilor Drapeau has concerns about where they are thinking of putting this field because that location is very soggy all of the time. Lisa Zerio said this had been brought up when a tour was done of West Hartford's Miracle Field, which is built on a swamp, so they don't feel that Rocky Hill will have any issues. Councilor Drapeau is satisfied as long as this is being thought about and the obstacles are being moved through.

**E. Discussion and Possible Action re: 2015 Meeting Schedule**

**Councilor Drapeau made a motion to approve the 2015 Meeting Schedule for the Government Operations Committee. The motion was seconded by Chairwoman Bell and adopted unanimously by those present.**

**Government Operations Committee  
MEETING DATES  
2015**

**Tuesday, January 20, 2015\* Martin Luther King Day**

**Monday, February 2, 2015**

**Monday, March 2, 2015**

**Monday, April 6, 2015**

**Monday, May 4, 2015**

**Monday, June 1, 2015**

**Monday, July 20, 2015**

**Monday, August 17, 2015**

**Monday, September 21, 2015**

**Monday, October 5, 2015**

**Monday, November 16, 2015**

**Monday, December 7, 2015**

**IV. BILL PAYMENT RECOMMENDATIONS**

There were no bills to be paid.

**V. ADJOURNMENT**

**Councilor Drapeau made a motion to adjourn the special meeting at 5:37 p.m. The motion was seconded by Chairwoman Bell and adopted unanimously by those present.**

Respectfully submitted,

Jo-Anne Booth  
Recording Secretary